

This Notice Expires 1 October 1971

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-8

SECURITY
8 September 1971

INSTRUCTIONS ON COMPLETING QUESTIONNAIRES FROM
PUBLIC SCHOOLS REGARDING PLACE OF EMPLOYMENT

REFERENCE: a. dated 7 June 1971
b. dated 13 April 1966

1. This notice applies to all CIA employees who have children attending the public schools in the District of Columbia and in counties of Virginia and Maryland adjacent to the District of Columbia. The instructions contained herein should not be followed in applying for credit reference, making out tax returns, or in other business or social matters.

2. Under Public Laws 815 and 874, 81st Congress, as amended, the Department of Health, Education, and Welfare authorizes payment of certain grants to school districts based on attendance of children whose parents work in "federally owned" buildings, or live on "federally owned" property. As a result of this program the public school districts in the District of Columbia and in Virginia and Maryland adjacent to the District of Columbia request certain information from parents when they register their children and periodically throughout the school year. A problem arises when school districts request information regarding the name of the Agency and the building in which a CIA employee works.

3. To answer these school questionnaires CIA employees of NPIC who have not been officially assigned a cover by the Central Cover Staff shall list their employment as "CENTRAL INTELLIGENCE AGENCY." Such employees shall report their place of employment as "HEADQUARTERS BUILDING, McLEAN, VIRGINIA."

NPIC NOTICE
NO. 10-8

SECURITY

4. All CIA employees of NPIC who have been duly authorized to conceal Agency affiliation and who have been provided with cover for that purpose, will use the general name and address of their cover employer. Example:



25X1

5. Employees who have been provided cover and who have any uncertainty about the use of cover in connection with the subject of this notice will refer questions to the Central Cover Staff. Employees who do not have duly authorized cover and who have security problems on the subject of this notice will consult the Security Branch, Support Staff, NPIC.



25X1

Executive Director

Distribution:
LIMITED/NPIC & IAS EMPLOYEES

S E C R E T